

Status Report – August 1, 2005

CMICC

Interoperable Communications Project

Phase I: Needs Assessment

STATUS REPORT for the period:

July 16, 2005
Through
August 1, 2005

PREPARED BY: Northrop Grumman

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SECTION 1 – OVERALL PROJECT STATUS

Introduction

Northrop Grumman was given the go-ahead to start the project. The scope of this, the first Phase of the project, is (from the Statement of Work): "...a broad Needs Assessment of the six member counties of CMICC, a Gap Analysis to determine the gap between where consortium members are today, where they desire and where they need to be, as determined by the Needs Assessment. The project will produce a high-level schedule and workplan, to fill that gap, and a high-level cost to implement it."

Project participants include:

Name	Representing	Project Role
Cindy Mullaney	Pondera County DES	Project Director Pondera County Representative
Dick Van Auken	Teton County	Teton County Representative
Vince Kolar	Cascade County DES	Cascade County Representative
Linda Williams	Chouteau County	Chouteau County Representative
Charlie Kolar	Judith Basin DES	Judith Basin County Representative
Karen Marks	Fergus County DES	Fergus County Representative
Tom Olsen	Northrop Grumman	Project Manager

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Current Overall Project Status

The project is still in the early phase of gathering county needs information. The next steps are to hold county needs assessment meetings and to gather agency questionnaire forms from respective counties.

Meetings with both the SIEC and the Interoperable Project Directors involved a preliminary draft of the policy that will be adopted and presented to interoperable project consortiums regarding the definition and direction of interoperable communication. This will ultimately affect each consortium in regard to the migration plan and how that plan will be viewed during funding rounds. When finalized, the definition presented by the SIEC will be used as guidance for the final needs assessment report deliverable.

The project is currently on time and on budget.

Activities Accomplished as Planned

- ◆ The first County Needs Assessment Meeting was held in Conrad for Pondera County on July 18, 2005. Complete meeting notes have been distributed and are available.
- ◆ Questionnaires have been distributed to county representatives.
- ◆ Two Cascade county needs assessment meetings are scheduled for August 9 in Great Falls
- ◆ The Judith Basin county needs assessment meeting is scheduled for August 10 in Stanford.
- ◆ Project abstract was approved by the SIEC.

Activities NOT Accomplished as Planned

- ◆ None at this time.

Activities Planned for Next Period

- ◆ Hold Cascade County Needs Assessment Meeting
- ◆ Hold Judith Basin County Needs Assessment Meeting
- ◆ Schedule county Needs Assessment Meetings for Teton, Chouteau and Fergus counties
- ◆ Determine the extent necessary for Northrop Grumman visits to repeater sites (or potential sites) in various counties
- ◆ Coordinate with Northern Tier, SWIP regarding sites that will overlap with CMICC
- ◆ Start gathering agency questionnaires
- ◆ Start gathering site survey data for each site in each county
- ◆ Gather candidates for the Technical Advisory Committee

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Project Issues

None at this time.

Project Risks

(8/01/05) A significant fire season could jeopardize the timeframe for the deliverables on this project. That scenario should not impact budget.

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County-By-County Overall Status

Pondera			
Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	
Hold County Needs Assessment Meeting	Complete	Tom Olsen	July 18, 2005
Compile and return County Stakeholders List	Complete	Cindy Mullaney	
Distribute Questionnaires	Complete	Cindy Mullaney	
Fill out and return Questionnaires	In progress	Cindy Mullaney	
Fill out and return Site Survey(s)	In progress	Cindy Mullaney	
Letters of Support	In progress	Cindy Mullaney	

Teton			
Task	Status	Owner	Due
Schedule County Needs Assessment Meeting		Tom Olsen	
Hold County Needs Assessment Meeting		Tom Olsen	
Compile and return County Stakeholders List		Dick Van Auken	
Distribute Questionnaires		Dick Van Auken	
Fill out and return Questionnaires		Dick Van Auken	
Fill out and return Site Survey(s)		Dick Van Auken	
Letters of Support		Dick Van Auken	

Cascade			
Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	
Hold County Needs Assessment Meeting		Tom Olsen	
Compile and return County Stakeholders List		Vince Kolar	
Distribute Questionnaires		Vince Kolar	

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Fill out and return Questionnaires		Vince Kolar	
Fill out and return Site Survey(s)		Vince Kolar	
Letters of Support		Vince Kolar	

Chouteau

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting		Tom Olsen	
Hold County Needs Assessment Meeting		Tom Olsen	
Compile and return County Stakeholders List		Linda Williams	
Distribute Questionnaires		Linda Williams	
Fill out and return Questionnaires		Linda Williams	
Fill out and return Site Survey(s)		Linda Williams	
Letters of Support		Linda Williams	

Judith Basin

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	
Hold County Needs Assessment Meeting		Tom Olsen	
Compile and return County Stakeholders List		Charlie Kolar	
Distribute Questionnaires	Complete	Charlie Kolar	
Fill out and return Questionnaires		Charlie Kolar	
Fill out and return Site Survey(s)		Charlie Kolar	
Letters of Support		Charlie Kolar	

Fergus

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting		Tom Olsen	
Hold County Needs Assessment Meeting		Tom Olsen	
Compile and return County		Karen Marks	

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Stakeholders List			
Distribute Questionnaires		Karen Marks	
Fill out and return Questionnaires		Karen Marks	
Fill out and return Site Survey(s)		Karen Marks	
Letters of Support		Karen Marks	

SECTION 2 – STATUS OF MILESTONES AND DELIVERABLES

As the project progresses, more milestones will be added, with completion dates.

Milestones	Planned Finish Date	Revised Finish Date	Actual Finish Date	Status	Comments
Project Kickoff	July 8, 2005		July 8, 2005	C	
Completion of County Stakeholder Meetings	Aug. 26, 2005			IP	
Completion of Site Surveys	Aug. 31, 2005			IP	
Compilation of Questionnaire, Survey, and etc. material for deliverable	Aug. 31, 2005			IP	
First Draft of Deliverable	Oct. 3, 2005				
Final Deliverable Due	Oct. 31, 2005				
Project Sign-off	Oct. 31, 2005				
IP = IN PROGRESS C = COMPLETED / ACCEPTED					

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SECTION 3 - FINANCIAL STATUS

Invoice Activity & Financial Summary

July 29, 2005 – Invoice Amount: \$7590.38

SECTION 4 - PROJECT STAFFING

As of the end of the reporting period, the following staff are (or have been) assigned to the project for some level of effort:

Tom Olsen – Project Manager

Mark Adams – assigned to the project as a consultant. He will be used by the Project Manager as necessary for consultation.

SECTION 5 – CUSTOMER RESPONSIBILITIES

- ◆ **Control Scope** – In each project or work order that Northrop Grumman undertakes, it is critical that the scope of expectations from our customers be clear and unchanging. If the scope does need to change, documentation to support this and clarify it is required. The Decision/Information Request (DIR) and Project Change Request (PCR) documents and processes will be used to control and document change.
- ◆ **Respond to Project Control Documents in a Timely Manner** - It is critical that Issues, DIRs and PCRs be responded to in a timely manner by our customer. Untimely responses may impact the ability to complete important project tasks.
- ◆ **Make Policy Decisions** – The CMICC will provide detailed and accurate policy decisions in order to allow the timely progress of system design and development.

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- ◆ Review Deliverables – It is the responsibility of the clients to thoroughly review all project deliverables. Since the client is the one who ultimately knows and understands the business requirements better than anyone else, the responsibility of making sure all business requirements are met largely falls on their shoulders. Careful and thorough review of all project deliverables will help ensure the success of the project.
- ◆ Coordinate County-Level Contacts And Information Gathering – The County Representatives of the CMICC are responsible for coordinating the contacting of project stakeholders at the county level and information gathering from those stakeholders.